

SELECTION GUIDELINES

FOR

“STATE CERTIFIED BUS DRIVER INSTRUCTORS”



CALIFORNIA DEPARTMENT OF EDUCATION
SCHOOL FACILITIES PLANNING DIVISION
Office of School Transportation

April 2001

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CALIFORNIA DEPARTMENT OF EDUCATION

OFFICE OF SCHOOL TRANSPORTATION

GUIDELINES FOR SELECTING A STATE CERTIFIED INSTRUCTOR

The Position:

Define the position in terms of the state requirements and carrier responsibility and expectations. Generally, this should be an entry-level management position. If successful, the individual should advance to a higher-level management position within the organization in time. Therefore, carefully consider an individual for this position, think of this position as the next level on your organizations management ladder.

Minimum Qualifications

The minimum qualifications for a state certified bus driver instructor include the following:

- Possession of a Commercial Driver License, Class A or B with appropriate endorsements valid for driving vehicles for which the instructor rating is sought, and a current medical examiner's certificate.
- Possession of a Special Driver Certificate of the appropriate type, valid for driving vehicles for which the instructor rating is sought, and current first aid certification.
- Five years of driving experience as a bus driver in the type of operation that instructor will be employed.

Or

- Two years of driving experience as a bus driver in the type of operation the instructor will be employed and three years of experience operating vehicles requiring a Class A or B commercial driver license.

Or

- Two years of driving experience as a bus driver of the appropriate class in the type of operation the instructor will be employed and one year as an authorized delegated behind-the-wheel trainer of the appropriate class.
- Possession of a high school diploma or general education development (GED) equivalent.
- A driving record with no chargeable accidents in any vehicle within three years preceding the application date for an instructor certificate.

Desirable Qualifications:

The desirable qualifications for a state certified bus driver instructor include, but are not limited to the following:

- The desire to teach
- Professional appearance and demeanor
- Professional and positive attitude
- Good personal hygiene
- Above average communication skills (both verbal and non-verbal)
- Above average writing and spelling skills
- Above average reading and reading comprehension skills
- Above average bus driving skills
- Public speaking experience
- Above average listening ability

Knowledge of:

- Principles, concepts and techniques of driving, inspecting, and managing passengers on vehicles of the appropriate type and size.
- California Vehicle Code, California Education Code, California Code of Regulations Title 5, and Title 13 sections related to transportation.
- All motor carrier policies relating to the operation and transportation of passengers.

Ability to:

- Provide quality behind-the-wheel training in vehicles of the appropriate type and size.
- Demonstrate proper instructional methods and provide quality classroom instruction.
- Read, interpret and explain laws, regulations and policies pertaining to transportation.
- Communicate effectively and make appropriate decisions.

Performance Expectations

DATE: April 1, 2001

NAME: To be announced

UNIT: Transportation

WORKING TITLE: State Certified Bus Driver Instructor

GENERAL EXPECTATIONS:

- Under the direction of the director, effectively organizes work responsibilities and manages time efficiently.
- Responds to verbal and written requests for assistance regarding transportation issues. Refers appropriate questions to director or other administrators when necessary.
- Completes all assignments within agreed upon time frame.
- Adheres to department/company attendance and leave policy.
- Interacts with the department/company staff, representatives of other organizations and agencies and the general public in the course of his/her duties in a pleasant and positive manner.
- Works with the department director to improve work habits and job productivity.
- Practices proper safety habits and care in the use of district/company equipment and facilities.
- Follows policies and procedures established by the district/company and state laws and regulations governing employees.
- Maintains a valid, Class A or B commercial driver license, unrestricted California Special Driver Certificate, medical certificate, first aid card or equivalent certification at all times.
- Properly demonstrates all classroom and behind-the-wheel teaching methods, techniques, driving skills and record keeping requirements necessary to maintain a state certified bus driver instructor certificate of the appropriate class.

Job Element:

1. Coordinate and evaluate the classroom and behind-the-wheel driver training program.

Performance Expectation:

- Oversee the development and maintenance of an effective and efficient classroom and behind-the-wheel driver training program.
- Maintain an accurate and effective record keeping system for the transportation department and make appropriate recommendations for improvement.
- Maintain required reports and records of drivers and delegated behind-the-wheel trainers within the district/company.

Job Element:

2. Conduct driving performance evaluations on drivers and delegated behind-the-wheel trainers and maintain performance records.

Performance Expectation:

- Evaluate delegated behind-the-wheel trainer(s) teaching capabilities in behind-the-wheel instruction.
- Conduct driver evaluations and maintain driver proficiency records.
- Maintain performance records on all delegated behind-the-wheel trainers.

Job Element:

3. Consult with area CHP school pupil safety officer/coordinator regarding driver applicant testing results and bus driver accident evaluations.

Performance Expectation:

- Meet with local representatives of the California Highway Patrol to discuss and review driver standards and records, and accidents involving the district/company.

Job Element:

4. Investigate all vehicle and/or pedestrian accidents involving district/company equipment or personnel.

Performance Expectation:

- Prepare an internal accident report on each accident or incident involving district/company equipment, staff, students or pedestrians.

Job Element:

5. Train and evaluate applicants requesting driver certification for the district/company.

Performance Expectation:

- Train, test and evaluate applicants that have been selected to become drivers for the district/company.
- Drive a bus on district/company routes as necessary.

Job Element:

6. Train and evaluate applicants requesting approval as a delegated behind-the-wheel trainer.

Performance Expectation:

- Train, test and evaluate applicants that have been selected to become delegated behind-the-wheel trainers for the district/company.

Job Element:

7. Maintain required records and written reports.

Performance Expectation:

- Complete weekly work plans, driver performance reviews, delegated behind-the-wheel trainer written assessment test, monthly activity reports, and training session attendance records.

Job Element:

8. Participate with local instructor groups to exchange information related to passenger transportation safety and training.

Performance Expectation:

- Meet with local groups to exchange information and to receive updates from the state and local agencies.

- Participate in instructor inservice training sessions on accident data and seek new approaches to training bus drivers.

Job Element:

9. Maintain updated driver training manuals and materials related to passenger transportation.

Performance Expectation:

- Research, develop and test new approaches for bus driver training for both classroom and behind-the-wheel.
- Maintain current and up-to-date training manuals.

CALIFORNIA DEPARTMENT OF EDUCATION
OFFICE OF SCHOOL TRANSPORTATION

SELECTION GUIDELINES

State Certified Bus Driver Instructor

DUTY STATEMENT

1. Coordinate and evaluate the district's/company's classroom and behind-the-wheel driver training program.
2. Conduct driving performance evaluations on drivers and delegated behind-the-wheel trainers and maintain performance records.
3. Consult with area CHP school pupil safety officer/coordinator regarding driver applicant testing results and bus driver accident evaluations.
4. Investigate all vehicle and/or pedestrian accidents involving district/company equipment or personnel.
5. Train and evaluate applicants requesting driver certification for the district/company and drive a bus as necessary.
6. Train and evaluate applicants requesting approval as a delegated behind-the-wheel trainer.
7. Maintain required records and reports.
8. Participate with local instructor groups to exchange information related to passenger transportation safety and training.
9. Maintain updated driver training manuals and materials related to passenger transportation.

CARRIER INTERVIEW AND SELECTION PROCESS

"STATE CERTIFIED BUS DRIVER INSTRUCTOR"

CARRIER INTERVIEW AND SELECTION GUIDELINES

STATE CERTIFIED BUS DRIVER INSTRUCTOR

OUTLINE

1. Posted California Department of Education requirements on bulletin board.
2. Identify qualified applicants.
3. Give appropriate driving and written tests. (CDE behind-the-wheel guide)
4. Selected interview panel:
 - Director of Department/General Manager
 - Administrator
 - Driver Trainer
 - Personnel Representative
5. Applicant was trained on the CDE behind-the-wheel guide to obtain proficiency in all sections of the guide.
6. Applicant taught under the supervision of the driver trainer (DT). Defensive driving and advanced defensive driving in safety meetings or other inservice sessions only.
7. Applicant was given a driving test on all skills required by CDE (driving and teaching).
8. Test results were forwarded to CDE.
9. CDE representative tested applicant.

CALIFORNIA DEPARTMENT OF EDUCATION

Office of School Transportation

INFORMATION SHEET

BACKGROUND

The California Department of Education, in cooperation with the Governor's Office of Traffic Safety has developed the Bus Driver Instructor Training Program. This program provides the training and certification of those individuals who have the responsibility of training bus drivers as mandated by California *Education Code*, Section 40080. The course is offered to public and private schools, school bus contractors, public transit, charter party and common carriers that are engaged in the transportation of school students.

LOCATION

CALIFORNIA HIGHWAY PATROL ACADEMY

3500 Reed Avenue
West Sacramento, CA 95605
Classroom Module 3

LENGTH OF COURSE

Three weeks, eight hours per day, 5 days per week, plus several evening sessions, with weekends off. Graduation is on Friday morning of the third week, and the class will end at noon that day. Bus Driver Instructor Training classes are offered six times each year, with classes beginning in January and running through August.

HOUSING INSTRUCTION COST

For original school bus, school pupil activity bus, transit bus and farm labor vehicle student instructors, room (double occupancy) (Monday through Sunday), and meals (lunch and dinner, Monday through Friday) are provided at no cost. In addition, the Department at no cost provides all necessary training materials. Note taking material is **not provided** however, it is available for purchase on campus or locally. Transportation to and from Sacramento is **not provided** or reimbursed, nor is any incidental travel between the housing facility and the training facility.

For student instructors from allied agencies a fee of \$1,500 per student is assessed for the Bus Driver Instructor Training Program.

MINIMUM REQUIREMENTS

- (1). Five years of experience as a driver in the appropriate vehicle category, or two years of that driving experience and three years equivalent experience driving vehicles that require a class A or B driver license or two years of that driving experience and one year as an approved delegated behind-the-wheel trainer of the appropriate class.
- (2). A valid driver's license and endorsement(s) valid for driving the vehicles for which the driver instructor rating is sought.

- (3). A special driver certificate or endorsement(s) valid for driving the vehicles for which the driver instructor rating is sought.
- (4). A high school diploma or general education development equivalent (GED).
- (5). A driving record with no chargeable accidents within the past three years preceding the date of application for the instructor certificate.

SELECTION

Employers should select a qualified person who has the desire, ability, and attitude to become an effective instructor. Qualities for selection should be: Ability to read, write and speak English at a level necessary to perform the job of an instructor; work well with fellow employees; possess a broad range of knowledge regarding vehicles, equipment, laws and regulations; skilled as a bus operator; motivate toward improving passenger safety.

STATE CERTIFIED INSTRUCTOR PERFORMANCE VERIFICATION

Performance verification by a state certified instructor is required prior to the assessment of the applicant conducted by Department staff. Verification establishes the applicant's competency in pre-trip inspection including proper brake system testing, backing and turning comprehension, and proper transmission use. Verification of the applicant's ability to read and comprehend laws and regulations is also required.

ASSESSMENT TESTS

Prior to acceptance into the training program the applicant will be interviewed by telephone, and if applicable given a written and a driving performance test. The applicant will be required to read and discuss the driving skills outlined in the Department's "Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course." Assessment tests will be conducted by representatives of the Department's Office of School Transportation. Failure to successfully complete all tests after the third attempt will disqualify the applicant for at least 12 months from the date the applicant failed to qualify.

CERTIFIED INSTRUCTOR PERFORMANCE

After successful completion of the Bus Driver Instructor Training Program, instructors are expected to provide effective training sessions for their employer and to assist other transportation organizations in conducting training programs.

IMPORTANT

After reading this information packet, please complete the attached application. All applicants must be sponsored by their primary employer. Please have the employer sign and date the application as required. Prior to being assigned to a class, the applicant's completed application, performance review, and all required documents must be returned to, and approved by the Office of School Transportation. You will then be contacted by a staff member from the Office of School Transportation to arrange for the appropriate assessment test(s). Only after all entry requirements and assessment tests are satisfactorily completed will an applicant be assigned to a class.

CALIFORNIA DEPARTMENT OF EDUCATION

Office of School Transportation

APPLICANT PERFORMANCE REVIEW PROCEDURES

PURPOSE:

- To determine an applicant's proficiency in classroom teaching skills, public speaking skills, reading, and comprehension of laws/regulations related to passenger transportation.
- To determine an applicant's driving proficiency relative to the correct vehicle turning, backing, shifting, inspection, brake system, and passenger loading/unloading procedures.
- To ensure that the applicant can both understand, and demonstrate the skills necessary to become an effective State Certified Bus Driver Instructor.

PROCEDURES

I. GENERAL INFORMATION

The applicant must understand, and be able to demonstrate the techniques and theories contained in the General Information (GI), and Skills Levels (1) through (6), of the Department's, "Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course."

In addition, the applicant should review the Department's BTW training videos (Vehicle Pre-Trip Inspection, Backing, Turning, and Shifting).

II. INSTRUCTIONS

- A. Review the top section of the "Performance Review" and complete the appropriate sections.

III. CLASSROOM

- A. Have the applicant read and explain several sections from the "Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course," or the *Vehicle Code* to determine the applicant's classroom teaching skills, public speaking skills, and ability to read, and comprehend laws and regulations related to passenger transportation.
- B. Complete the "Classroom" section of the "Performance Review."

IV. **BTW GUIDE OPERATION/INSTRUCTION**

- A. Complete the “Vehicle Information” section of the “Performance Review.”
- B. The applicant must be evaluated in a vehicle of the same size, weight, and type for which the instructor rating is sought.
- C. Have the applicant demonstrate their driving proficiency, and explain the correct procedure(s) for the following:
 - 1. Vehicle Inspection
 - 2. Brake Systems and Inspection
 - 3. Vehicle Backing
 - a. Proper mirror use
 - b. Straight line backing
 - c. Backing line crossover
 - 4. Vehicle Turning
 - a. Turning zone
 - b. Vehicle alignment
 - c. Problem object
 - d. Ground reference/imaginary line
 - e. Correct turning point
 - f. Turning range
 - 5. Vehicle Clutch Use (if applicable)
 - a. Double clutching
 - 6. Vehicle Transmission Use
 - a. Setup procedures for establishing exact shift points
 - b. Up shifting
 - c. Downshifting
 - d. Downshifting (skipping one or more gears)
 - e. Mid-range shifting
 - f. Shift points for a two speed rear axle (if applicable)
 - g. Automatic transmission use (if applicable)
 - 7. Passenger Loading/Unloading Procedures
 - a. Mirror use
 - b. Danger zones
 - c. *Vehicle Code* section, 22112
 - 8. Vehicle Roll Back/Forward Prevention

- C. Complete the “Operation/Instruction BTW Guide” section of the “Performance Review.”

V. **APPLICANT COMPETENCY VERIFICATION**

All applicants must satisfactorily demonstrate their reading, comprehension, communication, and driving skills to the State Certified Instructor signing the “Performance Review.” Signature of the “Performance Review” must be made by a State Certified Instructor of the appropriate class. An instructor’s signature verifies that the applicant has met all the requirements of, and has demonstrated proficiency and knowledge in all subjects required in *Education Code* sections 40080 through 40090, as applicable.

CALIFORNIA DEPARTMENT OF EDUCATION
School Facilities Planning Division
Office of School Transportation

PERFORMANCE REVIEW

INSTRUCTIONS

Original Instructor Applicants must complete: Sections A-B-C-D-F

Instructor Recertification must complete: Sections A-B-C-D-F

Original Delegated Behind-the-Wheel Trainer Applicants must complete: Sections A-B-C-D-E

Allied Agency: Sections A-B-C-F

Please print or type all requested information and answers.

A. APPLICATION TYPE

School Bus ☐ SPAB ☐ Transit Bus ☐ Farm Labor ☐ Allied Agency ☐
Instructor ☐ Delegated Behind-the-Wheel Trainer ☐ Recertification ☐

B. GENERAL INFORMATION

Name (Mr. Mrs. Ms.): _____

Driver License #: _____ Class: A ☐ B ☐ Endorsement(s): _____

California Special Driver Certificate: School Bus ☐ School Pupil Activity Bus ☐
Transit Bus ☐ Farm Labor Vehicle ☐

Primary Employer: _____

Employer Address: _____

Street _____ City _____

State/Zip _____ County _____

Employer Phone: _____ Fax #: _____

C. VEHICLE INFORMATION

Instructor Note: The applicant must be evaluated in a vehicle of the same size, weight and type for which the instructor rating is sought.

Vehicle Make: _____ Vehicle Year: _____ Vehicle Type (I or II): _____

Passenger Capacity: _____ Engine: _____ Transmission: _____

Brake System: _____

D. BTW GUIDE OPERATION/INSTRUCTION

Instructor Note: All applicants shall have received instruction and shall demonstrate their driving proficiency in each skill level listed below. Applicants for delegated behind-the-wheel trainer certification shall also demonstrate their instructional proficiency in each skill level. **The certifying instructor shall place their initials and instructor identification number on the appropriate lines for each skills level.**

Skills Level		Driving Proficiency Initial/ID #	Instruction Proficiency Initial/ID #
One	Basic Vehicle Familiarization and Movement	_____	_____
Two	Precision Training in Vehicle Movement and Driving Fundamentals	_____	_____
Three	Transmission Control and Shifting Procedures	_____	_____
Four	Defensive Driving	_____	_____
Five	Passenger Loading and Unloading Procedures	_____	_____
Six	Emergency Procedures	_____	_____

E. DELEGATED BTW TRAINER REQUIREMENTS

Instructor Note: Verify that the applicant has successfully completed the required written and driving performance tests by placing your initials and instructor identification number on the appropriate lines.

	Yes	No	Instructor ID #
Successful completion of all training in the latest edition of the Instructor's Behind-the-Wheel Training Guide for California's Bus Driver's Training Course given by, and in the presence of, a state-certified instructor written assessment test given by a state-certified instructor of the appropriate class. (EC 40084.5[b][5])	<input type="checkbox"/>	<input type="checkbox"/>	_____
Successful completion of a written assessment test on current laws, regulations, and policies given by, and in the presence of, a state-certified instructor of the appropriate class. (EC 40084.5[b][6])	<input type="checkbox"/>	<input type="checkbox"/>	_____

Successful completion of a driving test and a behind-the-wheel training performance test on all phases of behind-the-wheel and vehicle inspection training. The test shall be given by, and in the presence of, a state-certified instructor of the appropriate class. (EC 40084.5[b][7])

☐ ☐ _____

F. CLASSROOM

Instructor Note: Verify that the applicant has successfully performed the following public speaking skills in your presence and add any additional experience or comments.

Reading Aloud ☐ Voice presentation ☐ Eye Contact ☐

Additional Comments: _____

Public Speaking Experience: _____

Applicant Signature: _____ Print: _____ Date: _____

State Certified
Instructor Signature: _____ Print: _____ Date: _____

Instructor ID
Number: _____

NOTE: Signatures certify that the information provided in this performance review by both the applicant and the employer are true, and that either the applicant or the instructor has not knowingly made a false statement or concealed any material fact.

Return completed form to:

California Department of Education
Office of School Transportation
3500 Reed Avenue
West Sacramento, CA 95605
(916) 375-7100
www.cde.ca.gov/bus

CALIFORNIA DEPARTMENT OF EDUCATION
School Facilities Planning Division
Office of School Transportation

APPLICATION

INSTRUCTIONS

Original Instructor Applicants must complete: Sections A-B-C-D-E-F-H

Instructor Recertification must complete: Sections A-B-C-G

Original Delegated Behind-the-Wheel Trainer Applicants must complete: Sections A-B-C-D-E-F

Allied Agency: Sections A-B-C-E-F-H

Please print or type all requested information and answers. When necessary to provide additional information, please attach a separate sheet of paper to complete your answers. When you have completed this application, please refer to Section I, which is a checklist of required documents. Mail the completed application package to the address listed at the end the application. Please note that **faxed** applications **will not** be accepted.

A. APPLICATION TYPE

School Bus ☐ SPAB ☐ Transit Bus ☐ Farm Labor ☐ Allied Agency ☐
Instructor ☐ Delegated Behind-the-Wheel Trainer ☐ Recertification ☐

B. GENERAL INFORMATION

Name (Mr. Mrs. Ms.): _____

Home Address: _____
Street City State Zip Code

Home Phone: _____ County: _____

Date of Birth: _____ Social Security #: _____

Driver License #: _____ Class: A ☐ B ☐ Endorsement(s): _____

California Special Driver Certificate: School Bus ☐ School Pupil Activity Bus ☐
Transit Bus ☐ Farm Labor Vehicle ☐

Primary Employer: _____

Employer Address: _____

Employer Phone: _____

Street City State Zip Code
Fax #: _____

Secondary Employer: _____

Employer Address: _____

Employer Phone: _____

Street City State Zip Code
Fax #: _____

C. DRIVING/CRIMINAL HISTORY

YES NO

- | | | |
|--|--------------------------|--------------------------|
| 1. Has your driving privilege <u>EVER</u> been suspended, revoked or on probation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has your California Special Driver Certificate <u>EVER</u> been suspended or revoked? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you <u>EVER</u> received a traffic citation for a violation of any section of the California <i>Vehicle Code</i> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you <u>EVER</u> been involved in a traffic collision? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you <u>EVER</u> been convicted of any crime(s) or public offense(s), other than Traffic, as described in California <i>Penal Code</i> section 16? | <input type="checkbox"/> | <input type="checkbox"/> |

Note: If you answered yes to any of the questions above please explain on a separate sheet of paper.

D. DRIVING EXPERIENCE

Instructor and Recertification Applicants (Education Code Section 40088[a]):

I have five years of experience as a school bus, school pupil activity bus, transit bus or farm labor vehicle driver. ☐

Or

Two years of experience as a school bus, school pupil activity bus, transit bus or farm labor vehicle driver and three years of equivalent experience driving vehicles that require a class A or B commercial driver license. ☐

Or

Two years of experience as a school bus, school pupil activity bus, transit bus or farm labor vehicle driver and one year of experience as an authorized delegated behind-the-wheel trainer of the appropriate class. ☐

Delegated Behind-the-Wheel Trainer Applicants (Education Code Section 40084.5[b]):

One-year experience as a driver of the appropriate type and size vehicle immediately preceding the date of selection as a delegated behind-the-wheel trainer. ☐

E. EDUCATION

High School Graduation

☐

General Education Development GED

☐

F. WORK EXPERIENCE (Begin with your most recent)

From:

To:

Total:

Month/Year

Month/Year

Years/Months

Employer and Duties: _____

G. RECERTIFICATION

Instructor ID #: _____

Please select the area(s) in which you intend to recertify:

School Bus

☐

No Instructional Limitations

☐

School Pupil Activity Bus (SPAB)

☐

Classroom Only

☐

Transit Bus

☐

Behind the Wheel Only

☐

Farm Labor Vehicle

☐

Documentation Endorsement

☐

H. INSTRUCTOR CLASS ASSIGNMENT CRITERIA

Male

☐

Female

☐

Smoker

☐

Non-Smoker

☐

Medical conditions or physical limitations, (i.e., back pain, limited range of motion, etc.). For yes answers, please explain in detail on a separate sheet of paper.

Yes

☐

No

☐

Number of certified instructors in your organization: _____

Within your organization the number of:

School Buses _____

School Pupil Activity Buses _____

Transit Buses _____

Farm Labor Vehicles _____

Class Attendance (Month):

1st Choice _____ 2nd Choice _____

I. REQUIRED APPLICATION PACKAGE DOCUMENTS

Note: The following documentation must be submitted with this application.
Legible copies (front and back when appropriate) of the following:

- Commercial Driver License (CDL) (All Applicants)
- California Special Driver Certificate (All Applicants)
- Medical Certificate (All Applicants)
- First Aid Card (if applicable) (All Applicants)
- Current Driver T-01 Training Certificate (All Applicants)
- Delegated Training T-01 Training Certificate (Delegated BTW Trainer Applicants Only)
- High School Diploma, General Education Development Certificate (GED) or Department of Defense Form DD 214 (DD 214 Must clearly state the completed high school grade level) (Original Instructor and Delegated BTW Trainer Applicants Only)
- CDE Performance Review (Original Instructor and Delegated BTW Trainer Applicants Only)
- DMV H6 driver record printout (Dated within 30 days prior to application) (All Applicants)

Applicant Signature: _____ **Print:** _____ **Date:** _____

**Primary
Employer Signature:** _____ **Print:** _____ **Date:** _____

**Primary
Employer Title:** _____

NOTE: *Signatures certify that the information provided in this application by both the applicant and the employer are true and that either the applicant or the employer has not knowingly made a false statement or concealed any material fact.*

Return completed form to:

**California Department of Education
Office of School Transportation
3500 Reed Avenue
West Sacramento, CA 95605
(916) 375-7100
www.cde.ca.gov/bus**

CALIFORNIA DEPARTMENT OF EDUCATION
Office of School Transportation
Bus Driver Instructor Training Program Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1ST WEEK	1ST WEEK	1ST WEEK	1ST WEEK	1ST WEEK
A M	(Classroom) 16 Introductions Orientation Purpose & Objectives Course Content	(Classroom) 16 Classroom Procedures Teaching Techniques	(Classroom) 16 Documentation Lesson	(Classroom) 16 Manual Unit 4 Vehicle Components Pre-Trip Inspection	(Classroom) 16 Brake System Lesson Documentation Homework Review #1 / Handout #2
P M	(Classroom) 16 Intro. To Ref. Material Intro. To Legal Ref. Counseling Session #1	(Classroom) 16 Lesson Planning Pre-Entry Homework Review	(Classroom) 16 #1 Documentation Homework Assignment Use of Visual Aids	(Bus) 5-5-6 1 st BTW Lesson - Mirror box Lesson Backing - Shifting Lesson	(Bus) 5-5-6 Turning Lesson Parallel Parking Review Manual Units 1/2/3
N T	Review B-T-W Videos	Introduction To Driving Requirements	Behind-The-Wheel Training Theory		
	2ND WEEK	2ND WEEK	2ND WEEK	2ND WEEK	2ND WEEK
A M	(Classroom) 8-8 Student Teaching Manual Units 1 & 2 Introduction & License & Certificate Requirements	(Classroom) 8 Student Teaching Manual Unit 5 Defensive Driving ----- (Bus) 3-3-2 Backing, Turning and Shifting Practice Teaching	(Classroom) 8 Student Teaching Manual Unit 6 Specialized Defensive Driving ----- (Bus) 4-4 Student Testing Backing & Shift Lesson	(Classroom) 8 Student Teaching Manual Unit 8 Emergency Procedures ----- (Bus) 4-4 Student Testing Turning Lesson Stepwell Tactics	(Classroom) 16 Staff Teaching Manual Unit 7 Loading and Unloading
P M	(Classroom) 8-8 Student Teaching Manual Units 2 & 3 License & Certificate Requirements, Bus Use, Laws & Regulations Formal Presentation Assignments Counseling Session #2	(Classroom) 8 Student Teaching Manual Unit 5 Defensive Driving ----- (Bus) 3-3-2 Backing, Turning and Shifting Practice Teaching	(Classroom) 8 Student Teaching Manual Unit 6 Specialized Defensive Driving ----- (Bus) 4-4 Student Testing Backing & Shift Lesson	(Classroom) 8 Student Teaching Manual Unit 8 Emergency Procedures ----- (Bus) 4-4 Student Testing Turning Lesson Stepwell Tactics	(Classroom) 16 Student Teaching Manual Units 9 & 12 Passenger Management and Community Relations *Handout class, housing and instructor critiques
N T		Documentation Homework Review #2 / Handout #3	Staff/Student Networking	Night Training Techniques	
	3RD WEEK	3RD WEEK	3RD WEEK	3RD WEEK	3RD WEEK
A M	(Classroom) 8-8 7:30 A. M. Start Time Student Class Presentations	(Classroom) 16 Manual Unit 10 Activity Trip Planning ----- (Bus) 5 - 5 - 6 *** Field Trip *** Commentary Driving	(Classroom) 16 Instructor Training Requirements Carrier Requirements	(Classroom) 16 Student Final Test Ethics Lesson	(Classroom) 16 DMV/CHP CDE Responsibilities Program Implementation Graduation
P M	(Classroom) 16 Counseling Session #3 Documentation Homework #3 Review Renewal Classroom Activity Trip Set-Up Skid Pan Orientation	Defensive Driving Driving Attitude Country Driving Mountain Driving City Driving Freeway Driving	(Classroom) 16 Manual Unit 11 Special Needs Passengers	(Bus) 16 Brake Control Under Emergency Situations ----- (Classroom) 16 Counseling sessions Staff/Housing/Course Critiques Due	CDE Office of School Transportation 3500 Reed Avenue West Sacramento, CA 95605 (916) 375-7100 (916) 375-7110 Fax www.cde.ca.gov/bus
N T	Skid Pan	Night Driving		Class Dinner	

SAMPLE

WRITTEN TEST FOR STATE CERTIFIED BUS DRIVER INSTRUCTOR

(Essay test for job knowledge and writing skills)

1. What qualifies you for this position?

(Look for: Applicants should give education and specialized training as examples of preparation for this position.)

2. What determines proficiency?

(Look for: Being proficient means having had the proper training in different sizes, design; i.e., transit vs. convention, equipment, i.e. wheelchair lifts, tie downs, emergency exits, etc., gauges and controls, all before being allowed to transport students on any highway unsupervised.)

3. Name the required number of mirrors and described the purpose of each mirror. (Modify for transit bus, SPAB, and farm labor vehicle.)

(Look for: The law requires each school bus have four (4) mirrors. They are right outside flat, left outside flat, inside overhead flat and crossover. The purpose of each is: right outside flat is designed to monitor the right side of the bus and traffic to the right side. It is also used to monitor approaching passengers during the loading/unloading process. The left outside flat is designed to monitor the left side of the bus and the traffic in the left lanes. The inside overhead flat mirror is designed for monitoring the passenger compartment and as an aid in pupil control as well as being able to monitor both sides of the bus outside and traffic. The crossover mirror is designed for monitoring the front area of the bus, when approaching and during the loading/unloading process. Each is equally valuable and there uses a must in proper defensive driving techniques.)

SAMPLE WRITTEN TEST

STATE CERTIFIED BUS DRIVER INSTRUCTOR (Prepare 30 to 40 questions for this test)

Note: Test must be modified for each transportation discipline

1. How many units of classroom instruction are required for an original (transit bus, SPAB, school bus, or farm labor vehicle) driver applicant?
2. What are the skill levels in the CDE behind-the-wheel guide?
3. What determines driver proficiency?
4. Name the required number of mirrors and describe the purpose of each mirror.

SAMPLE

INTERVIEW QUESTIONS FOR STATE CERTIFIED BUS DRIVER INSTRUCTORS

1. What do you think the qualifications for this position should be?
2. Describe what you consider to be the most important part of the state certified instructor's duties.
3. As a state certified instructor, do you feel you can support the position of management and the possible confidential information you will be in possession of from time to time? What possible problems can you foresee in this position?

(Look for indications of applicant's ability to separate themselves from the rank of the drivers when carrying out duties of a state certified instructor and the ability to support the management.)

4. What is you had just completed a check ride with a fellow employee who also happened to be a close personal friend and during the check ride you discovered a problem in their driving and in discussing this with the drive they asked that you keep it between friends and not make mention of it, or write it on the evaluation form. How would you handle that?

(Again look for the ability to separate personal and business.)

5. What are some of the principles of defensive driving?

(Look for: Drive with an adequate margin of safety, use of mirrors, ability to identify accident producing situations early enough to react and prevent a collision, getting the big picture, reaching your destination safely in spite of the bad driving habits of others or adverse road, weather, and traffic conditions.)

6. Do you believe a state certified instructor should know and understand bus rodeo events? Why?

(Look for: Rodeo events are good driving skills and techniques, also enables you to assist and coach fellow drivers in preparation for rodeo.)

7. What would be the importance of keeping accurate training records?

(Look for: It's the legal requirement for an instructor, but also helps to track proficiency and proof of meeting the driver's legal requirements in original training and renewal training years, also a must if ever an accident occurs to prove the legality and proficiency of the driver.)

8. Explain to us how to determine a shift point (standard transmission only).

(Look for: First determine what is top tach for the bus you are in, roll tach to the top tach point (RPM), maintain that RPM and note the road speed (MPH), shift to the next highest gear and re-establish the previously noted road speed, note the RPM. This will tell you what the exact shift point is. You would do this for each gear.)

9. Tell us the purpose of double clutching.

(Look for: The purpose of double clutching is to be able to use proper throttle control method of shifting, in double clutching it allows you to bring your transmission into a neutral phase so that you can adjust your Rpm's that would in turn allow you to match the proper Mph's for shifting into the proper gear and be able to do this without grinding gears, allowing you to be in total control of your vehicle at all times.)

10. Why should we select you to be a state certified instructor?

(Look for: Applicant should utilize this opportunity to point out their strong points in pupil transportation.)